

Quota Correction- Accelerated Accrual

- Purpose** Use this procedure to create multiple quota corrections for an employee at one time.
- Trigger** Follow this procedure when there is a business need to create multiple quota corrections for an employee.
- Prerequisites** None.
- End User Roles** In order to perform this transaction you must be assigned the following role: **Time and Attendance Processor, Payroll Processor.**

Change History	
Date	Change Description
10/19/2012	Procedure Created
10/31/2012	Added note about removing accrual for LWOP

Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code PA30

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

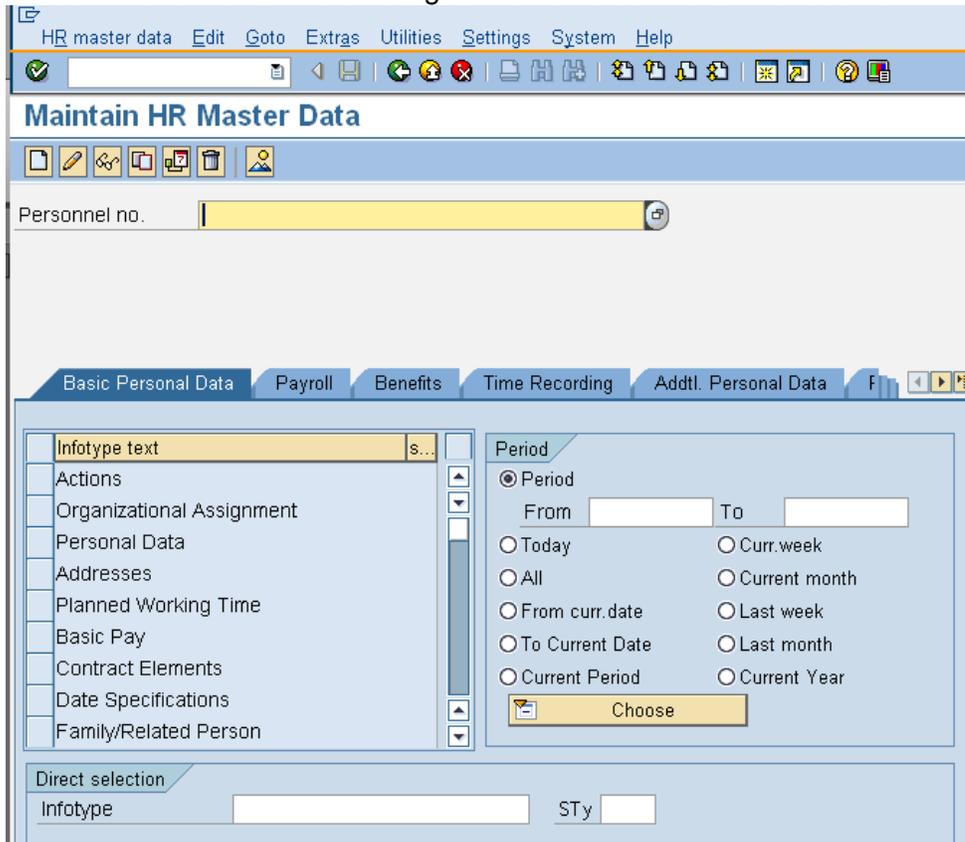
Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Scenario:

An employee was hired with accelerated quota accrual rates. Instead of accruing 8 hours of Annual Leave each month, they will be accruing 12 hours of Annual leave. You will need to create a Quota Correction for each Leave Accrual month to give the employee the correct hours.

Procedure

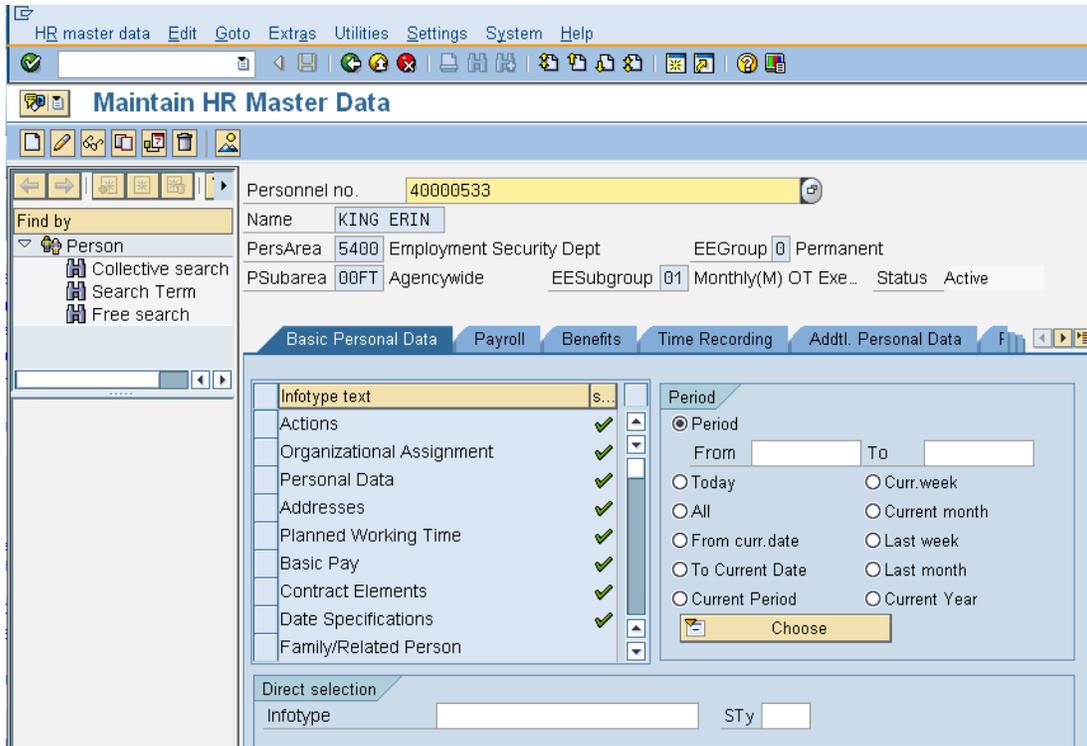
1. Start the transaction using the above transaction code **PA30**.



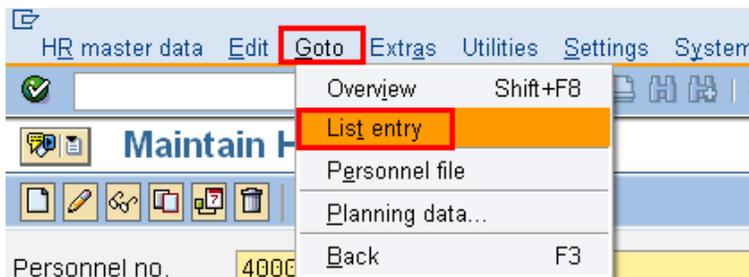
2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifying number. Example: 40000533

3. Click  (Enter) to validate the information.



4. Click the **Time Recording** tab.
5. Click the box to the left of **Quota Corrections** to select.
6. Select **Goto** on the Menu Bar and select **List Entry**



7. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Date	R	The Last day of the Accrual Month. Example: 10/31/2012
AbQuotaType	R	The quota type that is to be changed.  Click on the Matchcode to display the list of quota types. Example: 31- Vacation Leave
Number	R	Enter the total hour of leave accrual the employee should receive. Example: 12
Operation	R	This tells the system what to do with the accrual.

		 Click on the Matchcode to display the list of Operations. Example: = (Specified value replaces the entitlement)
Transfer	R	<p>Specify how you want the quota correction to be processed.</p> <p>Select:</p> <ul style="list-style-type: none"> Do not change transfer time The quota correction is not processed until the time at which time evaluation normally transfers the calculated entitlement to the <i>Absence Quotas</i> infotype (2006). In this case, the quota correction does not appear immediately in infotype 2006, so you cannot deduct an absence or quota compensation from the value of the quota correction. Transfer collected entitlement immediately The quota correction is processed in the next time evaluation run. If you run time evaluation directly for the employee, the value of the quota correction and any entitlement already accrued by time evaluation are available for deduction in the <i>Absence Quotas</i> infotype (2006) directly afterwards. Only transfer quota correction immediately The quota correction is processed in the next time evaluation run. If you run time evaluation directly for the employee, the value of the quota correction is available for deduction in the <i>Absence Quotas</i> infotype (2006) directly afterwards. <p>Example: Do not change transfer time</p>

Maintain Quota Corrections (2013)

Choose [Save] [Delete] [Print] New page

Personnel No Name Status

EE group Civil Service Exem... Personnel ar Office of Financial Mgm

WS rule 5-8s: M-F... SSN

Date	AbQu...	Quota text	Number	Operation	Transfer
10/31/2012	31	Vacation Leave	12.00000	=	
11/30/2012	31	Vacation Leave	12.00000	=	
12/31/2012	31	Vacation Leave	12.00000	=	
1/31/2013	31	Vacation Leave	12.00000	=	
2/28/2013	31	Vacation Leave	12.00000	=	

Click  (Enter) to validate entries.

9. Click  (Save) to save entries. You have **completed** this procedure.

 To view the **current** month quota accrual, you can run the **Time Evaluation** (ZT60).

 Once the future dated quota corrections are established in the system, the accelerated accrual amounts will be available to the employee **after** the regular payroll processing for each accrual month.

 Future dated quota corrections will need to be **removed** if an employee goes onto **LWOP** as the employee is not entitled to the leave accrual.

10. Enter **ZT60** into the command field.

11. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifying number. Example: 40000533

Program Edit Goto System Help

HR TIME: Time Evaluation

Further selections Search helps Sort order

Selection

Personnel Number	00000533	
Personnel area		
Personnel subarea		
Payroll area		

Parameters for time evaluation

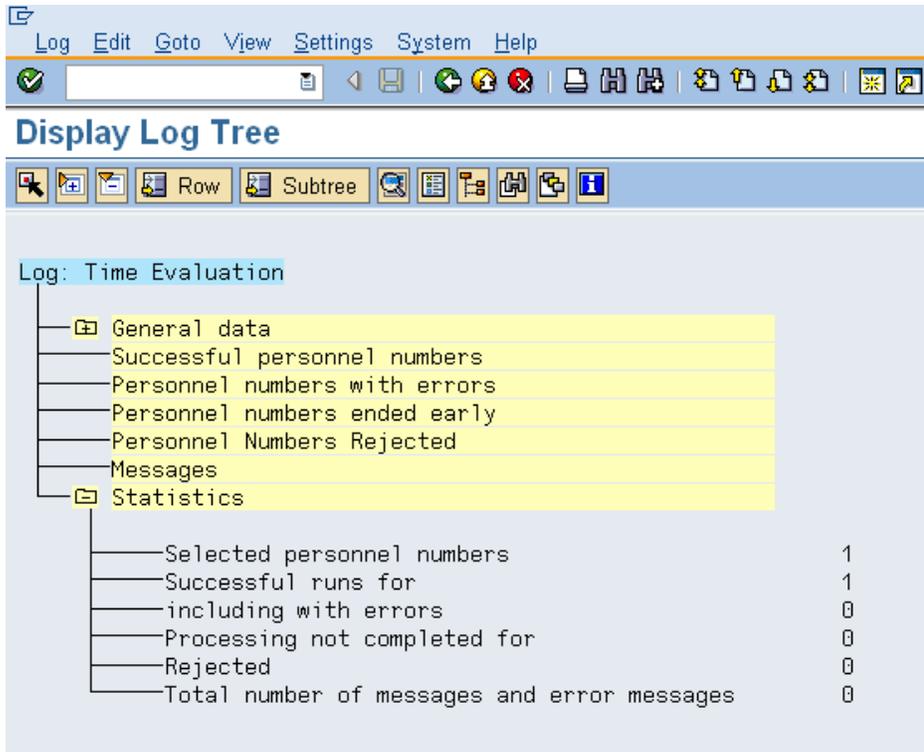
Forced recalculation as of	
Evaluation up to	10/31/2012

Program options

- Display log
- Test run (no update)
- Stop at function/operation BREAK
- Stop at fixed positions in time evaluation

Click  (Execute).

12.



To view the corrected accruals access the employee's **Absence Quotas (2006)**.

13.

Enter **/NPA20** into the command field and press  (Enter).

HR master data Edit Goto Extras Utilities Settings System Help

Display HR Master Data

Personnel no. 40000533

Name Jackson Jasper

PersArea 1050 Office of Financial Mgmt EEGroup B Civil Service Exempt

PSubarea 0001 Non Represented EESubgroup 05 H-OT Elig>40hrs/wk Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data

Infotype text s... Period

Actions Period

Organizational Assignment From To

Personal Data Today Curr.week

Addresses All Current month

Planned Working Time From curr.date Last week

Basic Pay To Current Date Last month

Contract Elements Current Period Current Year

Date Specifications Choose

Family/Related Person

Direct selection

Infotype STy

14. Click the **Time Recording** to select.
15. Select the blue box to the left of **Absence Quotas** to select.
16. Select the **All** to view all records created.
17. Enter quota type **STy 31 Annual Leave/Vacation** to narrow search results.
18. Click  (Overview) to display.

Infotype Edit Goto Extras System Help

Overview Absence Quotas (2006)

Choose

Personnel No. 40000533 Name Jackson Jasper

PersArea 1050 Office of Financial Mgmt EEGroup B Civil Service Exempt

PSubarea 0001 Non Represented EESubgroup 05 H-OT Elig>40hrs/wk Status Active

Choose 11/01/1800 To 12/31/9999 STy. 31

Absence Quotas

Start Date	End Date	A...	Quota text	Start ded	End ded.	Number	Deduction
10/01/2012	10/31/2012	31	Vacation Leave	11/01/2012	12/31/9999	12.00000	0.00000

Results

You have successfully established the accelerated quota accrual rate for your employee.